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9 am to 4 pm Mondays to Fridays

FELIXSTOWE TOWN COUNCIL

TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE ASSETS & SERVICES COMMITTEE

Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman)
Cllr D Aitchison
Cllr N Barber
Cllr T Gale
Cllr S Harkin
Cllr B Price
Cllr M Sharman
Cllr W Underwood

You are hereby summoned to attend a meeting of the **ASSETS & SERVICES COMMITTEE** to be held at the **Town Hall, Felixstowe** on **Wednesday 8 July 2026** at **7.30pm** for the transaction of the following business:

Public Attendance
Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to the Committee during the public session.

There is a limit to the number of public attending in-person. If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Members of the public are very welcome join via Zoom using the following link: https://us02web.zoom.us/j/88182581915

Alternatively, you may join via the meeting ID 881 8258 1915 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here:
https://felixstowe.gov.uk/remote-meeting-guide

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.

The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
3 July 2026

A G E N D A

1. **Public Question Time**
   Up to 15 minutes is set aside to allow members of the public (up to three minutes each) to make representations or put questions to the Committee on any relevant matters.

2. **Apologies for Absence**
   To receive any apologies for absence.

3. **Declarations of Interest**
   To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

4. **Confirmation of Minutes**
   To confirm the Minutes of the Assets & Services Committee meeting held on 22 April 2026 as a true record. **(Pages 3-8)**

5. **Assets & Services Budget Report**
   To receive the Assets & Services Budget Report to 30 June 2026 and consider any actions deemed necessary. **(Page 9 & Appendix A)**

6. **Reinstatement Cost Assessment Survey**
   To receive a report on the Council's building re-valuation survey and consider any actions deemed necessary. **(Page 10)**

7. **Walton Community Hall Refurbishment Project**
   To receive an update on the Walton Refurbishment and consider any actions deemed necessary. **(Pages 11-12)**

8. **Cemetery Telecoms Mast**
   To receive an update on the telecoms mast at the cemetery **(Pages 13-14)**

9. **Allotments Update Report**
   To receive a report on allotments and consider any actions deemed necessary. **(Page 15)**

10. **Parks Update**
    To note an update on the Allenby Park gates and a project to install low railings around the perimeter of Gosford Way Park. **(Page 16)**

11. **Cemetery Extension Project**
    To consider a report on the cemetery extension project and agree any actions deemed necessary. **(Pages 17-18)**

12. **Closure**
    To close proceedings and confirm the date of the next meeting scheduled for Wednesday 16 September 2026 at 7.30pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of the **ASSETS & SERVICES COMMITTEE** meeting held at **Town Hall, Felixstowe** on **Wednesday 22 April 2026** at **7.30pm**

PRESENT: Cllr D Rowe (Chairman)
Cllr M James (Vice Chairman)
Cllr B Price
Cllr M Sharman
Cllr W Underwood

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mrs D Frost (Deputy Town Clerk)
Mrs J Smith (Assets & Services Officer)
Mr T Minns (Grounds & Maintenance Manager)

501. PUBLIC QUESTIONS

None

502. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**, **Cllr N Barber,** and **Cllr S Harkin**.

503. DECLARATIONS OF INTEREST

None.

Members were reminded that if any matters directly related to their interests arose during the meeting, they should declare them at the appropriate time.

504. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Assets & Services Committee Meeting held on 18 February 2026 be signed by the Chairman as a true record.

505. ASSETS & SERVICES BUDGET REPORT

The Committee reviewed income and expenditure against the budget as of 31 March 2026.

Committee welcomed the increase against budgeted income and recorded its thanks to the Council staff - in particular the Grounds Team - for their hard work in response to the increased level of burials at the cemetery over the year.

The overall underspend against expenditure was also welcomed, however it was noted that water consumption and, therefore, costs at the allotments in particular were significantly higher than in previous years. This would be considered at a future meeting.

It was RESOLVED that the Budget Report to 31 March 2026 be received and noted.

506. ASSET REGISTER 2026/27

Committee reviewed the Asset Register and noted the additions of assets that had been made during the year 2026/27.

Based on the Asset Register, the total of fixed assets for the Annual Governance and Accountability Return would be £354,407.87, which was a £13,978.44 net increase in fixed assets value between 31st March 2025 and 31st March 2026.

It was RESOLVED that the Asset Register be approved and recommended to Annual Council for adoption as presented.

507. BUILDING VALUATIONS FOR INSURANCE PURPOSES

The Committee considered quotations for the revaluation of Council buildings for insurance purposes.

Members discussed the merits of appointing an alternative provider to obtain an independent perspective versus cost considerations, noting the significant difference between the quotations received. It was acknowledged that whilst varying providers can be beneficial for audit purposes, for this type of work adherence to professional standards was the key consideration.

Members agreed that, taking into account the standards applied to such valuations and the difference in cost, Company A be appointed.

It was RESOLVED that:

i. **the need to commission updated building valuations for insurance purposes be noted;**

ii. **Company A be chosen from the quotations received to carry out the work at £884 +VAT; and,**

iii. **the cost be apportioned equally across the four relevant building Earmarked Reserves.**

508. TOWN HALL ASSETS & MAINTENANCE

The Committee considered a report on maintenance requirements at the Town Hall, including damp ingress to the Council Chamber ceiling and proposals for remedial works.

Members discussed potential longer-term solutions, including silicone rendering, noting possible planning implications due to the building’s status within a conservation area. It was agreed that initial remedial works should be undertaken before considering more significant alterations.

The requirement for additional tables to improve operational efficiency during meetings was also considered.

Members agreed to proceed with the contractor’s recommended remedial works, with further investigation into longer-term solutions if required, and the purchase of additional tables.

It was RESOLVED that:

i. **that, the Town Hall update report be noted, and;**

ii. **the contractor’s proposed remedial works be approved at an estimated cost of £200 + VAT, to be funded from the Town Hall Repairs & Maintenance budget, and;**

iii. **the purchase of two tilt-top tables at a cost of £690 + VAT be approved, to be funded from the Town Hall Earmarked Reserve, and;**

iv. **further investigation into longer-term solutions, including silicone rendering, be undertaken if required.**

509. WALTON COMMUNITY HALL UPDATE REPORT

The Committee considered proposals to replace chairs at Walton Community Hall.

Members discussed storage options, including wall-mounted brackets and trolley systems, noting practical considerations around usability and safety. It was also suggested that if existing chairs were in a reasonable condition, they should be offered to local organisations.

Members agreed to proceed with the purchase of replacement chairs, together with a suitable trolley for storage and ease of use.

It was RESOLVED that:

i. **that, the Walton community Hall update report be noted, and;**

ii. **the purchase of replacement chairs, together with a suitable storage trolley, at a cost of up to £1,600 + VAT, be approved, using any remaining grant funding if available at the end of the project, alternatively to be met from the Walton Community Hall Earmarked Reserve.**

510. ALLOTMENTS UPDATE REPORT

The Committee received an update on allotment matters, including bonfire activity and reports of fly tipping.

Members discussed the implications of the bonfire policy and the potential for cumulative impact. It was noted that the situation would continue to be monitored, with a formal review to take place 12 months after the policy's implementation at the Assets & Services Committee meeting on 18 November 2026.

It was RESOLVED that:

i. **the Allotments Update report be noted, and;,**

ii. **the current bonfire policy be monitored, with a review to take place at the Assets & Services Committee meeting on 18 November 2026.**

511. PARKS UPDATE REPORT

The Committee considered a report on tree management at Gosford Way and progress with the Allenby Park gates.

Members discussed the condition of the trees at Gosford Way and whether the proposed works were necessary. It was agreed that, as the trees are currently healthy, removal was not justified at this stage and that ongoing monitoring and maintenance should continue.

With regard to Allenby Park, Members considered the revised arrangements with the new contractor for completion of the gates, alongside the associated cost implications and recovery of funds from the previous contractor.

Members agreed to proceed with the revised works to complete the gates and to pursue recovery of costs incurred.

It was RESOLVED that:

i. **the Parks Update report be noted, and;**

ii. **the Gosford Way trees be retained, with ongoing monitoring and maintenance, and;**

iii. **the revised contractor arrangements for completion of the Allenby Park gates be approved at a cost of £3,620, and;**

iv. **the Town Clerk be authorised to pursue cost recovery of from the previous contractor.**

512. CEMETERY UPDATE REPORT

The Committee received a report on cemetery matters, including progress with the relocation and installation of the Cemetery gates and the telecommunications mast rent review.

Members were advised that the proposed gate design had been received for consideration and noted the ongoing pre-application planning discussions with the local planning authority.

Members expressed their support for proceeding with the upgrade of the gates, subject to the outcome of pre-planning advice, to ensure compliance with any planning requirements prior to installation.

Members were also updated on the ongoing negotiations in relation to the telecommunications mast agreement, including discussions regarding renewal terms, valuation methodology, and the recovery of backdated rental income, with negotiations still in progress.

Members also noted the significant operational demand within the Cemetery service, and expressed their appreciation of the Cemetery team in handling this additional workload.

It was RESOLVED that:

i. **the Cemetery Update report be noted, and;**

ii. **approval be given to proceed with the Cemetery gate relocation and installation, subject to satisfactory pre-planning advice, and;**

iii. **the ongoing negotiations regarding the telecommunications mast rent review be noted.**

513. CEMETERY EXTENSION PROJECT

The Committee considered a report on the Cemetery Extension Project, including proposals for a phased appointment of project consultants to support delivery of the scheme.

Members were advised that a multi-disciplinary team had been identified, with Phase 1 comprising of time-critical ecological, geotechnical and landscape survey work required to meet seasonal survey windows and inform Biodiversity Net Gain requirements. It was noted that early progression of these works was necessary to avoid delays to the overall programme.

Members also noted that the inclusion of landscape design within Phase 1 was required in order to support Biodiversity Net Gain assessments, and that the maintenance building element had been deferred to streamline the planning application process.

Members were advised that the proposed approach represented a cost-effective option in comparison with alternative specialist providers.

Members agreed to progress Phase 1 in order to maintain programme momentum, and to consider full funding options for the wider project through the CIL Working Group.

It was RESOLVED that:

i. **the report be noted, and;**

ii. **the instruction of Phase 1 works (ecology, geotechnical and initial landscape design) at a cost of £18,715 + VAT be approved, to be funded from the Cemetery Projects Earmarked Reserve, and;**

iii. **the CIL Working Group be requested to make recommendations to Full Council regarding potential funding of the wider project, and;**

iv. **Phase 2 of the project be referred to Full Council for consideration**

514. CLOSURE

The meeting was closed at 8.13pm. The next meeting was noted as being scheduled for Wednesday 8 July 2026 at 7.30pm.

AGENDA ITEM 5: ASSETS & SERVICES BUDGET REPORT

As part of its Terms of Reference, Committee is to regularly consider reports on the Assets & Services part of Council's budget. A summary of the position to 30 June 2026 is provided below with a detailed report at **Appendix A**.

1 April - 30 June 2026 (2026 - 2027)

Felixstowe Town Council

Summary of Receipts and Payments

Summary - Assets & Services

Cost Centre	Receipts				Payments			
	Budgeted	Actual	Variance	% Received	Budgeted	Actual	Variance	% Spent
201 Town Hall	21,351.00	18,790.85	-2,560.15	88.01%	97,638.00	13,581.16	84,056.84	13.91%
202 Walton	15,000.00	3,697.19	-11,302.81	24.65%	16,438.00	3,967.52	12,470.48	24.14%
203 Broadway House	2,800.00	0.00	-2,800.00	0.00%	13,578.00	3,020.72	10,557.28	22.25%
204 Cemetery	76,565.00	44,814.18	-31,750.82	58.53%	198,145.00	50,765.63	59,387.90	25.62%
205 Allotments	17,850.00	69.00	-17,781.00	0.39%	44,184.00	11,387.53	32,796.47	25.77%
206 Parks & Recreation	0.00	0.00	0.00	N/A	43,684.00	8,588.28	35,095.72	19.66%
NET TOTAL	**133,566.00**	**67,371.22**	**66,194.78**	**50.44%**	**413,667.00**	**91,310.84**	**322,356.16**	**22.07%**

Committee is requested to consider the budget report to 30 June 2026 and decide on any action it deems necessary.

AGENDA ITEM 6: REINSTATEMENT COST ASSESSMENT SURVEY

Committee is requested to note the results of the Reinstatement Cost Assessment Survey

At the previous meeting, the Committee approved the need to commission updated building valuations for insurance purposes (*Minute #507 2025/26 refers).* This exercise has now been completed to ensure the Council maintains accurate and adequate insurance cover for its property portfolio.

The Reinstatement Cost Assessment was carried out by BCH UK Ltd on 1st June 2026. The assessment followed the guidance outlined in the RICS Professional Standard for Reinstatement Cost Assessment of Buildings (2018). In line with best practice, the next major review will be due in June 2029.

The total built area assessed is 1,527 m². The overall rebuilding cost across all properties, including demolition, debris removal, professional fees, and other associated costs, totals £5,823,000 (excluding VAT).

The total rebuild costs (inclusive of demolition, debris removal, and professional fees) are broken down by asset below:

Property / Asset	Rebuild Cost (Excl. VAT)
Town Hall	£3,030,000
Broadway House	£1,249,000
Walton Community Hall	£1,131,000
Cemetery Buildings	£193,000
War Memorial	£154,000
Flood Memorial	£66,000

The full report has been formally forwarded to the Council's insurance company. The insurers have processed these updated figures and amended our policy cover accordingly.

Due to the recalculation of the risk and property values, the policy adjustment has resulted in a small rebate to the Council.

Following the Committee's review, the updated valuation figures will be formally recorded within the Council's Asset Register for the current financial year.

Committee is requested to note the results of the Reinstatement Cost Assessment Survey.

AGENDA ITEM 7: WALTON COMMUNITY HALL REFURBISHMENT PROJECT

Committee is requested to note the update on the Walton Community Hall refurbishment project.

The refurbishment at Walton Community Hall is progressing well and good feedback has been received from groups using the hall, especially in regards to the air source heat pump which provides instant heat and cool air conditioning on demand, as well as being programmed in for the regular hirers.

At the end of last year, the solar panels and battery storage were installed, along with the replacement of the old air conditioning unit with a new unit which works as an air source heat pump. The positioning of the vents was changed to the wall, allowing for a quicker and greater impact when the heating or cooling is initiated.

Wi-Fi has been installed which not only provides a service to hirers but is used to control and monitor both the solar panels, battery storage, and usage of the air source heat pump, allowing for the remote activation or de-activation of the heating.

Following a lengthy administrative process, which included awaiting the necessary MCS certificate from our solar installers, a new electric Smart Meter was fitted on 24 June. This meter was required to set up our Smart Export Guarantee (SEG) payments. Now that this is fully operational, on transitioning to the new energy tariff, British Gas will pay the Council for any excess renewable electricity sent back to the National Grid once the 10kW on-site batteries are fully charged.

New LED lights have been fitted into the newly plastered ceiling, and the main hall and entranceway have had a repaint. This upstairs room is shortly to get a repaint as well, along with the kitchen.

As part of the grant requirements, work is now starting on turning the room upstairs into a small, cosy space to allow groups the opportunity to use it as more of a consulting room. Costings for this are still to be calculated but are unlikely to be too expensive. The upstairs room will only be hired out when the main hall is not in use. A sofa, comfortable chair, and small desk are due to be purchased using the grant and CIL funding that was agreed for this refurbishment project.

Planning permission has finally been received to replace the two single-glazed windows. Although the original quotation submitted to East Suffolk Council as part of the Grant Application has increased, it will still be covered from the project budget as savings were made in the purchase of the air conditioning unit. Planning permission was sought for all 12 windows to be replaced so that the remaining windows can be considered either by ourselves or Orwell Housing in the future without the need to seek further planning permission.

Further to the resolution at the previous meeting, replacement folding chairs have been purchased along with a trolley (*Minute #509ii refers*), which will help to protect the walls and will take up less space than the previous stacking chairs which were very old.

The project balance is currently £4,154.84. The two new windows, which come with FENSA registration and a 10-year guarantee, will cost £1,956.66 + VAT, leaving a healthy balance to complete the purchase of furniture for the upstairs room and redecoration. The minute for the replacement chairs (Minute #509ii refers) stated that the funding for the chairs should use any remaining grant budget if available at the end of the project, or alternatively be met from the Walton Community Hall Earmarked Reserve. It is therefore expected that the majority of the chair costs will come out of the remaining budget for the refurbishment, with just a small amount required from the Walton Earmarked Reserve.

Once the refurbishment is completed, promotion of the hall's updated facilities will be featured both in the Town Council magazine and on social media platforms.

Committee is requested to note the update on the Walton Community Hall refurbishment project.

AGENDA ITEM 8: TELECOMS MAST

Committee is requested to note the update on the Telecommunications Mast contract with Cornerstone and consider any actions deemed necessary.

Negotiations are ongoing with Cornerstone regarding a new lease contract for the telecommunications mast located at the Cemetery, with professional support and advice being provided to the Council by Amsy Chartered Surveyors.

Cornerstone have put forward a final financial offer of £2,750 per annum, plus a £4,000 Expedited Completion Payment (ECIP). Their offer proposes RPI reviews every third anniversary; however, the draft contract subsequently received stated that reviews would take place every five years. The Council has previously proposed automatic annual RPI increases as a fairer option that removes the need for formal negotiation at rent reviews. However, the operators are adamant that they will not accept an annual review mechanism, meaning it is extremely unlikely the Council would be successful if this position were pushed further.

Because the mast is located within an active cemetery, standard greenfield site assumptions do not align with our operational requirements. A series of specific concerns and questions have been raised with the operator's agents to ensure appropriate covenants are inserted into the lease to protect daily operations, maintain public dignity, and prevent disruption.

The key operational and contractual issues currently being raised and negotiated are as follows:

- **Access Restrictions:** Cornerstone are requesting 24/7 site access. The Council requires that routine maintenance be strictly prohibited during scheduled funerals, interments, or key memorial events to protect the privacy and dignity of cemetery users.
- **Heavy Machinery and Infrastructure Protection:** The use of heavy plant, cranes, or specialised machinery must require prior written notice and formal approval from the Council (via the Town Clerk or Grounds & Maintenance Manager) to ensure heavy vehicles do not damage cemetery pathways or underground infrastructure.
- **Temporary Generators:** If temporary generators are brought on-site during power outages, the lease must mandate the use of "low-noise" silenced models, restrict their placement strictly to the immediate compound so they do not block pathways, and limit the duration they can remain on-site.
- **Nuisance and Environmental Protection:** The agreement must include a clause ensuring that any equipment installed on-site, whether permanent or temporary, does not cause a nuisance to neighbours as defined by the Environmental Protection Act 1990. This is necessary because when background noise levels drop at night, certain frequencies can cause a potential nuisance to nearby residential properties.

- **Equipment Specifications:** The current draft agreement permits the installation of generic electronic communication equipment rather than limiting it to what is currently on-site. Clarification has been requested regarding the exact types of equipment permitted, to prevent extensive unapproved additions.
- **Assignment and Lease Transfer:** The draft states that the operator can transfer or assign the lease to another party without the Council's consent. The Council is seeking to amend this so that any transfer is subject to prior written consent.
- **Grantor Termination (Break Clause):** The draft agreement presents four options for landlord termination. The Council is pursuing Option 2 as the most secure protection for our site management. This stipulates that any break date must occur no sooner than five years into the contractual term, is subject to 18 months' prior written notice, and is not conditional upon planning permission having already been submitted.

Committee is requested to note the update on the Telecommunications Mast contract with Cornerstone and consider any actions deemed necessary.

AGENDA ITEM 9: ALLOTMENTS UPDATE REPORT

Committee is requested to consider the Allotment update report and decide on any action it deems necessary.

As of 2 July 2026, allotment vacancies and management figures across the Council's sites were as follows:

SITE	Total plots	Occupied	Vacant	Waiting List (Specific plot)	Cultivation Orders (Notice given)
COWPASTURE	309	307	2	35(7)	21(2)
ALITTLEMENTS (within Cowpasture)	22	21	1	4	2
FERRY ROAD	105	101	4	11(2)	7
RAILWAY HILL	46	44	2	6(1)	2
TAUNTON ROAD	18	18	0	0	1
TOTAL	**500**	**491**	**9**	**56(10)**	**34(2)**

Following the successful implementation and positive feedback regarding the dip tank installation at the Alittlements, a request was made to introduce similar infrastructure within the main Cowpasture site. With water demand and usage steadily increasing across the allotments, the necessity for this additional supply point has become more pressing. All required parts and components have now been successfully ordered and received. The grounds maintenance team is currently monitoring local weather conditions and scheduling workloads to identify an optimal day to undertake the installation.

In an effort to make the annual rent payment process more convenient for allotment holders and to support timely collections, the team is introducing a new community-focused initiative for the upcoming invoicing cycle. Utilising the Council's wireless SumUp card payment system, staff plan to host dedicated payment sessions at Hut 39 on the Cowpasture site across two Saturdays immediately following the distribution of invoices. By bringing the payment option directly to the plots, we hope to offer a simpler, more accessible experience for tenants while simultaneously easing the administrative demand on Town Hall staff.

Committee is requested to consider the Allotment update report and decide on any action it deems necessary.

AGENDA ITEM 10: PARKS UPDATE

Committee is requested to note the update on park infrastructure projects at Allenby Park and Gosford Way Park and consider any actions deemed necessary.

The restoration of the Allenby Park gates has now been successfully completed by Felixstowe Ironworks. This follows the termination of the contract with the previous contractor due to a failure to complete the project, which required the withholding of funds and the subsequent appointment of Felixstowe Ironworks to undertake the necessary remediation and restoration works. The final project included the high-quality completion of the bespoke elements, including the integration of the Felixstowe and Allenby crest designs. The project was supported by an allocation of £15,000 from the Council's Community Infrastructure Levy (CIL) reserves, and final accounts are being settled within the adjusted project budget parameters.

Preparations are also advancing for the project to install low-level perimeter fencing at Gosford Way Park. The project involves the installation of knee-high steel perimeter railings alongside two new access gates, with the primary objective of preventing unauthorised vehicular access to the parkland while maintaining open pedestrian accessibility.

Following the recommendations of the CIL Working Group, Council formally approved the contract award to Jacob's Forge at a total cost of £10,260 plus VAT, with funding to be met from the CIL Earmarked Reserve.

Committee is requested to note the update on park infrastructure projects at Allenby Park and Gosford Way Park and consider any actions deemed necessary.

AGENDA ITEM 11: CEMETERY EXTENSION PROJECT UPDATE

Committee is requested to note the progress report from the Cemetery Extension Project team and consider any actions deemed necessary.

The Cemetery Project Group met on 1 July 2026 to review the latest technical surveys and establish the next phases of the project.

The recently completed Ground Investigation Survey confirms that the site is broadly suitable for a cemetery extension, with no groundwater encountered down to the maximum investigated depth of 3.0 metres. However, a critical environmental issue was identified near the eastern and southern boundaries, where fragments of suspected asbestos cement roof tiles were encountered within a layer of made ground at a depth of approximately 0.3 metres. The report recommends that further work be commissioned to delineate the exact extent of this area, which must be stripped and safely removed to a licensed landfill before any burial excavations can take place. The engineering findings also indicate that soakaways are viable for surface water management provided they penetrate the deeper Red Crag Formation, though they must be positioned well away from burial areas. A desk-based unexploded ordnance (UXO) assessment was also recommended.

The Extended Habitat Survey has established the environmental baseline for Biodiversity Net Gain (BNG) regulations. To achieve the mandatory BNG enhancements, the project will incorporate hedgerow planting along the western boundary, areas of wildflower grassland, mixed scrub, and new scattered trees, while retaining as many existing grounded trees as possible. The survey identified a specific protected species constraint regarding reptiles, noting that the presence of slow worms and common lizards has been mentioned on-site. Specialist reptile surveys involving the deployment of artificial mats have been recommended, requiring seven separate site checks between April and September. Because July and August are sub-optimal due to high temperatures, the majority of these checks would take place in September. Critically, no vegetation clearance or grass cutting can take place while these mats are deployed.

Regarding the Scout Hut, the Town Clerk has written to the 7th Felixstowe Scout Group to follow up on the formal termination notice and coordinate the upcoming logistics. As the hut is a temporary third-party structure belonging to the Scout Group, the responsibility for its decommissioning, dismantling, and safe removal rests entirely with their organisation, with the land to be handed over in a vacant condition by 1st January 2027. As the hut will be removed prior to the commencement of any extension works, the Council's upcoming planning application will treat this area as vacant land. The correspondence clarified that any statutory ecological requirements or wildlife regulations, such as checking for the presence of roosting bats prior to demolition, must be considered and satisfied by the Scout Group as owners of the building. On this basis, it is not anticipated that the Council should be undertaking or funding ecological assessments for the structure.

Physical access improvements along Cemetery Road are progressing, with bollards now installed and overnight closures maintained. A formal application for planning permission has now been submitted for the new access gates. Felixstowe Ironworks has been commissioned to produce the gates, once planning approval has been received. Recent issues regarding inconsiderate parking during football matches, which had previously restricted access for mobility scooters, have improved following direct liaison with the football club, including the installation of signage and active monitoring by their caretaker.

Finally, plans to install an on-site borehole have been placed on hold. The groundwater risk assessment highlighted that a borehole within the burial zone could introduce regulatory complications with the Environment Agency. As a practical alternative, officers are exploring a potential joint arrangement with Langley Playing Fields to locate the borehole on adjacent land where electricity is already available, allowing the Council to share drilling costs while completely protecting the cemetery's planning application from groundwater abstraction conflicts.

Committee is requested to note the progress report from the Cemetery Extension Project team and consider any actions deemed necessary.
